



BILLING

Xerox Machines have been setup to be “Automatically” charged to your school’s new copier credit card on a monthly basis. These charges will occur 8 days after the date of the invoice. Once you receive your invoice, if you have questions or concerns, please contact Xerox @ 1-888-391-5525 Option 2. If a dispute is logged during this time and before the charge date, that invoice will not be picked up during the “automatic” charge process.

If you need additional information about the Automatic charge process, or questions pertaining to your Credit Card Charges, you can contact the Credit Card team directly at 1-800-772-6150 Option 2. For all other inquiries or questions, please refer to the contact information located on your invoice.

Revised 6-9-11